

**INSTRUCTIONS FOR COMPLETING ELECTION FINANCE STATEMENT
(KREF 006/E_S)**

COVER PAGE

- Box 1** Enter executive committee name and political party affiliation.
- Box 2** Enter executive committee KREF filer number.
- Box 3** Enter chairperson's name, mailing address and daytime telephone number.
- Box 4** Enter treasurer's name, mailing address and daytime telephone number.
- Box 5** Enter custodian's name, mailing address and daytime telephone number, if applicable.
- Box 6** Check the appropriate block for the type of statement being filed.
- Box 7** Enter beginning and ending dates for the period covered by the statement.
The dates should be consecutive from one report to the next.
- Box 8** Type or print the name of the chairperson or treasurer, sign and date the report.

If the committee had no activity between reporting periods, complete Cover Page and Summary Page. Enter -0- in receipts on Line 2; enter -0- in disbursements on Line 3; and enter the ending balance from last statement on Line 10.

SUMMARY PAGE

HEADING

Enter the executive committee name, KREF filer number, and period covered by report.

RECEIPTS

- Line 1a** Transfer the total amount of itemized receipts to Column I from Schedule 1, Item 7a.
- Line 1b** Transfer the total amount of Other Receipts to Column I from Schedule 1, Item 7c.
(If ITC Fund received interest, enter interest received in Column II, Line 1b.)
- Line 1c** Enter the total number of people who contributed cash. In Column I, enter total amount of Receipts in Currency.
- Line 1d** Enter the total number of people who contributed anonymous contributions. In Column I, enter the total amount of anonymous receipts. Enter the total anonymous receipts to date in Column IV.
- Line 1e** Enter the total number of persons who contributed \$100 or less by check. In Column I, enter the total amount of unitemized receipts. Enter unitemized receipts in Column III, only if deposited in Administrative Fund.
- Line 1f** Transfer the total itemized receipts transferred to the Administrative Fund from the county executive committee in Column III, from Schedule 1, Item 7b. Enter the total receipts transferred to date in Column IV.
- Line 1g** Transfer the amount of ITC funds received in Column II, from Schedule 1, Item 7d. Enter the total ITC receipts to date in Column IV.
- Line 2** Enter the total of Column I and Column II. Enter the total amount of funds transferred to the Administrative Fund in Column III. Enter the total receipts for the calendar year in Column IV.

DISBURSEMENTS

- Line 3a** Transfer the total disbursements for this period to Column I from Schedule 2, Item 7a. Enter total disbursements for the year in Column IV.
- Line 3b** Transfer the total ITC Fund disbursements for this period to Column II from Schedule 2, Item 7b. Enter total ITC disbursements for the year in Column IV.
- Line 3c** Transfer the total Administrative Fund disbursements for this period to Column III from Schedule 2, Item 7c. Enter total Administrative Fund disbursements for the year in Column IV.

IN-KIND CONTRIBUTIONS

- Line 4a** Transfer the total in-kind contributions received this period to Column I from Schedule 1A, Item 7a and 7b. Enter total in-kind contributions received for the calendar year in Column IV.
- Line 4b** Transfer the total in-kind contributions given by the executive committee during this period to Column I from Schedule 2A, Item 7. Enter total in-kind contributions given for the calendar year in Column IV.

DEBTS AND OBLIGATIONS

- Line 5** Transfer the amount of debts or obligations owed by the committee to Column I from Schedule 4, Item 10.

BALANCE STATEMENT

- Line 6** Enter ending balance from the last report in Column I (General Fund) and Column II (ITC Fund). Enter ending balance of Administrative Fund in Column III.
- Line 7** Transfer from Line 2, Column I and Column II, the total amount of receipts for this reporting period. Transfer from Line 2, Column III, the total transferred to the Administrative Fund.
- Line 8** Enter the totals of Lines 6 and 7 in Column I, Column II, and Column III.
- Line 9** Transfer total disbursements from Line 3a, Column I to Line 9, Column I. Transfer total ITC Fund disbursements from Line 3b, Column II, to Line 9, Column II. Transfer total Administrative Fund disbursements from Line 3c, Column III, to line 9, Column III.
- Line 10** Enter the total of Line 8 minus Line 9 in Column I, Column II, and Column III.

ITEMIZED RECEIPTS
SCHEDULE 1

- Box 1** Enter executive committee name.
- Box 2** Enter executive committee KREF filer number.
- Box 3** Enter beginning and ending dates for the period covered by the statement.
- Box 4** Enter name and complete address of the contributor who has given more than \$100.
(All PAC receipts, regardless of amount, must be itemized and all ITC receipts must be itemized.)
- Box 5** Check type of contribution or receipt.
- Box 6** Enter date of contribution or receipt.
- Box 7a** Enter the amount of contribution or receipt. **(The county executive committees may keep \$1000 from each contributor but must transfer any excess contribution to the state executive committee's Administrative Fund.)**
- Box 7b** Enter the amount of excess contribution transferred to the state executive committee's Administrative Fund.
- Box 7c** Enter the amount of each "other" receipt. **(Items such as interest would be recorded as other receipts.)**
- Box 7d** Enter the amount of ITC funds received during this period.
- Box 8** Enter the cumulative (grand total) received from the contributor for the year. **(Include both monetary and in-kind contributions received during the calendar year.)**
- Box 9** Enter the occupation and employer for the contributor. Be specific. An occupation such as "businessman" is insufficient. If the contributor is self-employed, give the name under which he/she does business. Or, indicate the major business, social or political interest represented by the contributing committee.
- Totals** Enter subtotal for each page of the schedule. Enter the total received this period on the last page of the schedule.

Transfer the total received this period from Item 7a to Line 1a on the Summary Page.

Transfer the total received this period from Item 7b to Line 1f on the Summary Page.

Transfer the total received this period from Item 7c to Line 1b on the Summary Page.

Transfer the total received this period from Item 7d to Line 1g on the Summary Page.

IN-KIND CONTRIBUTIONS RECEIVED
SCHEDULE 1A

- Box 1** Enter executive committee name.
- Box 2** Enter executive committee KREF filer number.
- Box 3** Enter the beginning and ending dates of the period covered by the report.
- Box 4** Enter the name and address of the contributor. Remember to itemize all in-kind contributions over \$100.
(All PAC receipts, regardless of amount, must be itemized.)
- Box 5** Enter a description of the in-kind contribution. Be specific.
- Box 6** Enter the date the in-kind contribution was received.
- Box 7a** Enter the value of the in-kind contribution received. **(The county executive committees may keep \$1000 from each contributor but must transfer any excess contribution to the state executive committee's Administrative Fund.)**
- Box 7b** Enter the amount of excess contribution transferred to the state executive committee's Administrative Fund.
- Box 8** Enter the cumulative (grand total) contributions received from the contributor for the year. (Include both monetary and in-kind contributions received during the calendar year.)
- Box 9** Enter the occupation and employer of the contributor. Be specific. An occupation such as "businessman" is insufficient. If the contributor is self-employed, give the name under which he/she does business. Or, indicate the major business, social or political interest represented by the contributing PAC.
- Totals** Enter subtotal for each page of the schedule. Enter the total received this period on the last page of the schedule.

Transfer the combined total received this period from Item 7a and 7b to Line 4a on the Summary Page.

DISBURSEMENTS
SCHEDULE 2

Box 1 Enter executive committee name.

Box 2 Enter executive committee KREF filer number.

Box 3 Enter the beginning and ending dates of the period covered by the report.

Box 4 Enter the **name, complete address, and occupation** of the person or business to whom the disbursement was made for disbursements over \$25. Disbursements of \$25 or less only require the date, amount, and purpose.

Box 5 Enter the purpose for all disbursements. Be specific.

Box 6 Enter the date the disbursement was made.

Box 7a Enter amount of general funds disbursed.

Box 7b Enter amount of ITC funds disbursed.

Box 7c Enter the disbursements from administrative funds such as utilities, rent, property insurance, taxes, etc.

Totals Enter subtotal for each page of the schedule. Enter the total disbursed this period on the last page of the schedule.

Transfer the total disbursed this period from Item 7a to Line 3a on the Summary Page.

Transfer the total disbursed this period from Item 7b to Line 3b on the Summary Page.

Transfer the total disbursed this period from Item 7c to Line 3c on the Summary Page.

IN-KIND CONTRIBUTIONS GIVEN BY EXECUTIVE COMMITTEE
SCHEDULE 2A

Box 1 Enter executive committee name.

Box 2 Enter executive committee KREF filer number.

Box 3 Enter the beginning and ending dates of the period covered by the report.

Box 4 Enter the name and complete address of the person to whom the in-kind contribution was made.

Box 5 Enter a description of the in-kind contribution given. Be specific.

Box 6 Enter the date of the in-kind contribution.

Box 7 Enter the value of the in-kind contribution.

Totals Enter subtotal for each page of the schedule. Enter the total in-kind contributions given this period on the last page of the schedule.

Transfer the total in-kind contributions given this period from Item 7 to Line 4b on the Summary Page.

This Schedule is used when the executive committee does not spend any funds, but the candidate receives something of value. For example, if an executive committee allows a candidate to use its mailing list, the use of the list has a value, even though the executive committee did not spend any funds. However, if the executive committee actually purchases something of value, i.e., a newspaper ad, etc., and gives it to the candidate, the item purchased must be reported as a disbursement on Schedule 2.

In-kind contributions are listed separately on the Summary Page. They are not included in the total receipts or disbursements. (If included, the ending balance of the report will not reconcile with the committee's bank statements.)

EVENTS
SCHEDULE 3

- Box 1** Enter executive committee name.
- Box 2** Enter executive committee KREF filer number.
- Box 3** Enter the beginning and ending dates of the period covered by the statement.
- Box 4** Enter the date the fundraising event or activity was held.
- Box 5** Enter the name of the committee or person who sponsored the event and the address where the activity was held.
- Box 6** Enter the type of fundraising event, such as bean soup supper, fish fry, etc.
- Box 7** Enter **total** receipts generated by the event or activity.
- Box 8** Enter the **total** cost incurred in conducting the event or activity.

Each fundraising activity or event must be listed separately. This schedule must be filed with the Election Finance Statement covering the period in which the fundraising activity or event took place, and is for informational purposes only. All receipts in excess of \$100 must be itemized on Schedule 1, and all other fundraiser receipts must be included in either unitemized, cash, anonymous, or in-kind receipts on the Summary Page. All costs incurred in connection with the fundraising activities or events must be included on Schedule 2, or as in-kind contributions on Schedule 1A.

An Event is a testimonial affair, dinner, luncheon, rally, or similar events, mass collections and the sale of items such as buttons, hats, ties, literature and similar materials. For sale of items, list the date the sales began through the date the sales ended in Box 4.

DEBT AND OBLIGATIONS
SCHEDULE 4

- Box 1** Enter executive committee name.
- Box 2** Enter executive committee KREF filer number.
- Box 3** Enter the beginning and ending dates of the period covered by the report.
- Box 4** Enter the name and mailing address of the person or entity to whom the committee owes money.
- Box 5** Enter the type of obligation. (Expenses incurred that have not been paid in this reporting period.)
- Box 6** Enter the date the debt was incurred.
- Box 7** Enter the original amount of the debt.
- Box 8** Enter payments previously made.
- Box 9** Enter payment made during this reporting period.
- Box 10** Enter the outstanding balance as of the close of this reporting period.
- Totals** Enter subtotal for each page of the schedule. Enter the total for the period on the last page of the schedule.

Transfer the total debts and obligations from Item 10 to Line 5 on the Summary Page.

Each debt and obligation must be listed separately and this schedule must be filed with the Election Finance Statement. All loans must be itemized on Schedule 1 as "Other Receipts." All payments made on loans and/or debts must be itemized on Schedule 2 as disbursements.